

IN PROFILE: The Administrative Office

The Administrative Office of the U.S. Courts

Statutory Authority

28 U.S.C. §§ 601-612. Congress established the Administrative Office of the U.S. Courts in 1939 to provide administrative support to federal courts.

Supervision

The Director of the Administrative Office carries out statutory responsibilities and other duties under the supervision and direction of the principal policy-making body of the Judiciary, the Judicial Conference of the United States, and its Executive Committee. In addition, the Conference Committee on the Administrative Office oversees generally the agency's operations.

Responsibilities

- All responsibility for the Administrative Office of the U.S. Courts is vested in the Director, who is the chief administrative officer for the federal courts. Under his direction, the agency carries out the following functions:
- Implements the policies of the Judicial Conference of the United States and supports its network of 24 committees (including advisory and special committees) by providing staff to plan meetings; develop agendas; prepare reports; and provide substantive analytical support to the development of issues, projects, and recommendations.
- Supports about 2,000 judicial officers—active and senior appellate and district court judges, bankruptcy judges, and magistrate judges.
- Advises court administrators regarding procedural and administrative matters.
- Provides program leadership and support for circuit executives, clerks of court, staff attorneys, probation and pretrial services officers, federal defenders, circuit librarians, conference attorneys/circuit mediators, bankruptcy administrators, and other court employees.
- Provides centralized core administrative functions such as payroll, personnel, and accounting services.
- Administers the Judiciary's unique personnel systems and monitors its equal employment opportunity program.
- Develops and executes the budget and provides guidance to courts for local budget execution.

- Defines resource requirements through forecasts of caseloads, work-measurement analyses, assessment of program changes, and reviews of individual court requirements.
- Provides legislative counsel and services to the Judiciary; acts as liaison with the legislative and executive branches.
- Prepares manuals and a variety of other publications.
- Collects and analyzes detailed statistics on the workload of the courts.
- Monitors and reviews the performance of programs and use of resources.
- Conducts education and training programs.
- Audits the courts' financial operations.
- Handles public affairs for the Judiciary, responding to numerous inquiries from Congress, the media, and the public.
- Develops new ways for handling court business, and provides assistance to court employees to help them implement programs and improve operations.
- Develops and supports automated systems and technologies used throughout the courts.
- Coordinates with the General Services Administration the construction and management of the Judiciary's space and facilities.
- Monitors the U.S. Marshals Service's implementation of the Judicial Facilities Security Program, including court security officers, and executes security policy for the Judiciary.

Organization

Director

Leonidas Ralph Mecham

273-3000

Serves as the chief executive of the Administrative Office, Secretary to the Judicial Conference, and ex officio member of the Executive Committee of the Judicial Conference and member of the Board of Directors of the Federal Judicial Center.

Associate Director, Management and Operations

Clarence A. Lee, Jr.

273-3015

Chief advisor to the Director on management, strategic, and tactical planning and operational matters; ensures that activities of all agency elements are functioning in support of the Director's goals; oversees audit and review activities.

Associate Director and General Counsel

William R. Burchill, Jr.

502-1100

Provides legal counsel and services to the Director and staff of the Administrative Office and to the Judicial Conference; responds to legal inquiries from judges and other court officials regarding court operations; represents agency in bid protests and other administrative litigation.

Judicial Conference Executive Secretariat

Karen K. Siegel, Assistant Director

502-2400

Coordinates the agency's performance of the staff functions required by the Judicial Conference and its committees; maintains the official files of the Judicial Conference; and responds to judges and other court personnel regarding Conference activities.

Legislative Affairs

Michael W. Blommer, Assistant Director
502-1700

Provides legislative counsel and services to the Judiciary; maintains liaison with the legislative branch; manages the coordination of matters affecting the Judiciary with the states, legal entities, and other organizations; develops and produces judicial impact statements.

Public Affairs

David A. Sellers, Assistant Director
502-2600

Carries out public-information, community outreach, and communications programs for the federal Judiciary; handles media inquiries and relations; manages publications efforts for the Administrative Office.

Court Programs

Noel J. Augustyn, Assistant Director
502-1500

Provides support to the courts for federal defenders, probation and pretrial services officers, clerks of court, circuit executives, staff attorneys, conference attorneys, court reporters, interpreters, and bankruptcy administrators including the development of budgets, allocation of resources, and management of national programs.

Facilities and Security

Ross Eisenman, Assistant Director
502-1200

Manages services provided to the courts in the areas of court security and space and facilities, and serves as the primary contact on real property administration matters with the General Services Administration.

Finance and Budget

George H. Schafer, Assistant Director
502-2000

Manages the budget, accounting, and financial systems of the Judiciary; prepares financial analyses on Judiciary programs; manages relocation and travel services for the courts; and serves as the Judiciary's point of contact for Congress on budget matters.

Human Resources and Statistics

Alton C. Ressler, Assistant Director
502-1170

Manages services provided to the courts in the areas of statistics, personnel, payroll, health and retirement benefits, workforce development, and dispute resolution.

Information Technology

Melvin J. Bryson, Acting Assistant Director
502-2300

Administers the information technology program of the Judiciary: its planning, technology, and resource allocations; applications development, maintenance, and support; testing and research.

Internal Services

Laura C. Minor, Assistant Director
502-4200

Manages the Judiciary's procurement function; provides administrative support and services to the Administrative Office in areas such as budget, facilities, personnel, information technology and information management; and administers the Administrative Office's Equal Employment Opportunity programs.

Judges Programs

Peter G. McCabe, Assistant Director
502-1800

Oversees the formulation and promulgation of federal rules of practice and procedure; delivers legal and administrative services to judicial officers including Article III judges, bankruptcy judges and magistrate judges.